

## **PLANNING INSPECTION COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Planning Inspection Coordinator exists is to assure a high quality of inspections by providing technical field support to inspectors regarding Development Review Board and City Council stipulations as well as the City's Environmentally Sensitive Lands and Native Plant Ordinances. This position is largely responsible to ensure that community concerns are addressed by providing the necessary quality control required on all City Council and Development Review Board conditions and stipulations in the Planning and Development Services Department. This classification is supervisory. Work is performed under general supervision by the Planning Inspection Manager.

### **ESSENTIAL FUNCTIONS**

Coordinates daily residential and commercial planning inspections for all Planning Inspectors.

Provides technical field support to Planning Inspectors on complex issues regarding city ordinances, project stipulations and construction documents.

Ensure quality inspections by working with Planning Inspectors individually and as a group to ensure that project stipulations and plan requirements are consistently applied in the field.

Back-up Planning Inspectors with inspection duties as required.

Collect and organize Planning Inspection statistics.

Develop and monitor Planning Inspection standards.

Assist the Planning Inspection Manager in preparing monthly production reports.

Assist manager in preparing performance evaluations for individual Planning Inspectors.

Prepare written reports regarding inspections, workload and field related issues.

Facilitate group meetings with contractors, developers, inspectors and citizens as necessary.

Attend Development Review Board meetings as the representative of Planning Inspection Unit to relay pertinent information to the unit regarding important upcoming projects.

Attend Project Review/Final Plans weekly staff meetings to provide information to Final Plans regarding field problems and issues that arise in relation to plan discrepancies, current policy etc. and also bring information back to Planning Inspection regarding upcoming issues or policy changes.

Provides quality control on all City Council and Development Review Board conditions and stipulations.

Operates a City vehicle to conduct on-site inspections, attend meetings and/or obtain research information.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

The principles, practices, and methods used in Urban Planning.

Development related issues and concerns.

The practical aspects of zoning.

Ability to:

Apply planning principles to work assignments and develop creative solutions to problems; collect and synthesize data; synthesize and communicate verbally and in writing large amounts of data to a non-technical audience and Planning Inspection staff.

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other equipment essential to performing daily activities that requires continuous and repetitive eye and arm or hand movement.

Establish and maintain effective working relationships with city staff, other City departments, Planning Inspection staff, other professionals, developers, citizens and co-workers.

Listen and communicate effectively with a diverse group of people.

Maintain regular consistent attendance and punctuality.

Operate a City vehicle to and from job sites/meetings as required.

### **Education & Experience**

Any combination of education and experience equivalent to a Bachelor's degree in Urban Planning, Architecture, Landscape Architecture or equivalent experience, and two years supervisory experience in related fields.

Requires possession of a valid Arizona Driver's License with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified